



# Colorado Legislative Council Staff

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## SUMMARY OF 2017-2018 FISCAL NOTE COMMON POLICIES

This summary document provides a one-page overview of the common policies for fiscal notes for use in the 2017 legislative interim and the 2018 legislative session. It highlights key dates, policies, and commonly used cost assumptions. The full common policies are available online at the [General Assembly's website](http://www.leg.colorado.gov/lcs).

### Key Dates and Reminders

- Interim committees will consider legislation from mid-August through the end of September, which will require agency participation in preparing fiscal notes.
- The 2018 legislative session begins January 10, 2018, and is scheduled to adjourn sine die on May 9, 2018.
- Bill drafts are confidential until introduced. Only use for fiscal note purposes.

### **FTE and Cost Calculations**

Below are several reminders for calculating staffing/FTE costs. For your reference, the table lists allowable costs for several common items.

- Round FTE to the nearest 0.1 FTE and apply salary at the minimum of the range for that position.
- At least 0.5 FTE is required for capital or operating expenses to be provided.
- Calculate furniture/computer costs by rounding to the nearest whole FTE.
- Prorate first year costs to account for the start date of the legislation and the General Fund paydate shift, if applicable.
- Provide a spreadsheet for all responses requiring calculations.
- Costs and salary may differ from the allowable common policy costs, if justification is provided.

Cost Component	Allowable Cost	Cost Component	Allowable Cost
Supplies	\$500	Vehicle Mileage (Standard)	\$0.49 per mile
Telephone	\$450	Vehicle Mileage (4-wheel-drive)	\$0.52 per mile
Computer	\$900	Computer Programming (FY18-19)	\$112 per hour
Office Suite Software/Network	\$330	IT Project Manager (FY18-19)	\$141 per hour
Cubicle/Workstation	\$3,473	IT Business Analyst (FY18-19)	\$117 per hour
Legal Services	\$106.56 per hour	Network Administrator (FY18-19)	\$108 per hour